Travel Policy - Exhibit A

ALEXANDER COUNTY TRIP SHEET Revised 7/1/06

Name:	
Vendor Number:	
Department:	

				County	Meal Reimbursement		Other			
		Total	Reimb.	Vehicle	Breakfast	Lunch	Dinner		Travel	
Date	Destination & Purpose	Mileage	at \$0.445	Expense	Max \$8	Max \$10	Max \$20	Lodging	Expense	Totals
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Employee Signature	ure Date Total Expenses		\$0.00
		Less Travel Advance	\$0.00
		Total Reimbursement to Employee	\$0.00
Department Head Signature	Date	Total Refund to County	

Allocation of Employee Reimburseme	nt to Budget Line Items:		
Travel Acct # (Org & Object)		Amount	
Training Acct # (Org & Object)		Amount	